

Vacancy Announcement

OPEN TO: Any Qualified and Well-Experienced Individual

POSITION: Housekeeper

OPENING DATE: September 4, 2014

CLOSING DATE: September 14, 2014

WORK HOURS: Full-time; 48 hours/week

SALARY: JD 380-450 per month, dependent upon experience

The Ambassador's Residence is currently seeking a full-time housekeeper 5-6 days per week for the Official Residence to assist with general housekeeping work. The selected individual will be hired under an annual, renewable contract. In addition to salary, the individual will receive a one-month bonus, leave, uniforms, health insurance, and severance pay.

BASIC FUNCTION OF POSITION

The incumbent will assist with general housekeeping, laundry, basic food preparation, prepare for, assist at and clean up following representational events, and act as backup for other members of the Residence Staff. The Employee will be required to perform other duties as assigned by the House Manager.

QUALIFICATIONS REQUIRED:

1. At least two years housekeeping work experience in prestigious household.
2. Good spoken/written English.
3. Excellent cleaning/ironing skills.
4. Willingness to work extra hours for representational events.
5. Excellent interpersonal skills including ability to work as part of a team.

TO APPLY:

Interested candidates need to submit their CV's and supporting documents to:
Human Resources Office
Fax 593-1598

Applications can also be submitted electronically through AmmanEmployment@State.gov. Please note "**Housekeeper**" in the subject line of the e-mail.

CLOSING DATE FOR THIS POSITION: September 17, 2014

An Equal Opportunity Employer